

Appendix

D

Assignment-Specific DAU Training

Assignment-Specific DAU Courses

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Assignment-specific courses are identified by the Under Secretary of Defense for Acquisition and Technology as integral to the education and training of acquisition workforce personnel. These courses are offered by the DAU to provide unique acquisition knowledge required for a specific assignment, job or position; to maintain proficiency; and to remain current with legislation, regulation and policy. This training can span several functional areas and is mandatory for selected individuals within a job series or position category. DAU provides funds for course delivery and student travel costs for assignment-specific courses in the same manner as its other courses.

Assignment-specific courses support work distribution decisions of local management officials. Subject to component guidance, these officials are responsible for ensuring employees given these duties receive the training, enabling them to perform their work productively and effectively.

The DAU maintains complete student records for its courses, but tracking student requirements and recording completion of these courses in employee personnel records are component responsibilities. Registration is currently accomplished through the Army Training Requirements and Resources System (ATRRS).

Course descriptions are provided in Chapter 5 of this catalog, and instructions for registering for classes are provided in Chapter 2, section C. Schedules for classroom based courses are maintained in ATRRS and should be available through your local training office. Up-to-date class schedules are also made available for downloading from the DAU computer bulletin board or the DAU World Wide Web homepage (see [Chapter 2, section F](#)).

ACQ 201 Intermediate Systems Acquisition [JHA]

Prerequisite for Contracting Personnel: ACQ 101, or combination of CON 202, CON 204 and CON 210

This course is assignment-specific for only contracting personnel. This course is REQUIRED at Level III for all contracting personnel assigned to a major program, or who devote at least 50% of their time to a major acquisition program. It should be taken at Level II, within one year of assignment to a major defense acquisition program.

BCF 102 Fundamentals of Earned Value Management [Q1B]

(Previously BFM 102, Contract Performance Management Fundamentals)
Prerequisite: ACQ 101

This course should be taken by workforce analysts responsible for analyzing Earned Value Management (EVM) data, or those individuals who need a basic understanding of EVM concepts to perform some aspects of their duties. Attendees most likely will come from Program/Project Management Offices, Defense Contract Management Commands, dedicated support matrix organizations, and Service Headquarters support matrix organizations.

BCF 203 Intermediate Earned Value Management [Q2G]

(Previously BFM 203, Intermediate Contract Performance Management)
Prerequisites: ACQ 201 or BCF 102

This course should be taken by acquisition workforce personnel whose duties include integrating earned value data to perform the following: 1) awarding/administering contracts, reviewing or performing surveillance on contractor's management control systems, or supporting Integrated Baseline Reviews as outlined in DoDI 5000.2-R, Part 3.3.4.3 (Cost Performance); or 2) evaluating, analyzing or managing using earned value data. Attendees most likely will come from Program/Project Management Offices, Defense Contract Management Commands, dedicated support matrix organizations, and Service Headquarters support matrix organizations.

BCF 206 Cost Risk Analysis**[Q2C]**

(Previously BCE 206, Cost Risk Analysis)
Prerequisite: BCF 101

This course should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating cost estimates for such areas as procurement, software, research & development, weapon systems, etc.; 2) planning and management of DoD system acquisitions; 3) evaluation and negotiation of contract proposals; and 4) cost and performance tradeoff analysis. Participants typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; and communications-computer systems.

BCF 207 Economic Analysis**[Q2D]**

(Previously BCE 207, Economic Analysis)
Prerequisite: ACQ 101

This course should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating costs and benefits of alternative courses of action involved in decisions, such as lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace; 2) preparation of funding proposals for such programs as OSCR or DWCF (DBOF). Participants will typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; communication-computer systems; and non-DoD personnel

BCF 208 Software Cost Estimating**[Q2E]**

(Previously BCE 208, Software Cost Estimating)
Prerequisite: ACQ 201

This course should be taken by acquisition workforce personnel whose duties include 1) developing and/or evaluating cost estimates for life cycle management (i.e., research, development, procurement, deployment, operating and support, and disposal) whether for embedded or stand-alone

systems; 2) planning and management of DoD system acquisitions; 3) evaluation and negotiation of contract proposals; and 4) cost and performance tradeoff analysis. Participants will typically include members from the BCEFM community. This course would also be appropriate for program/project managers and personnel in contracting; systems planning, research, development, and engineering; and communication-computer systems, as well as industry-wide software developers.

BCF 209 Selected Acquisition Report [Q2F]

(Previously BFM 209, Selected Acquisition Report)
Prerequisite: ACQ 201

This course should be taken by ACAT ID/IC acquisition workforce personnel whose duties include preparing, reviewing, editing, or generating input to Selected Acquisition Reports (SARs), or who are responsible for ensuring that SARs are consistent with CAIG procedures, SAR preparation guidelines, approved budgets, and approved Acquisition Program Baselines. Attendees will most likely come from Program/Project Management Offices, dedicated support matrix organizations, Service Headquarters support matrix organizations, and Contract Administration Offices.

CON 232 Overhead Management of Defense Contracts [BKA]

Prerequisite: CON 104

This course should be taken by all contracting officers, buyers, price analysts, auditors, and contract administration personnel who are assigned to program projects in which contractor overhead situations are present and are important elements of cost. Participants will typically include members involved with major systems acquisition or assigned to the Defense Contract Management Command.

CON 233 Cost Accounting Standards Workshop [QMF]

Prerequisite: CON 204

This course should be taken by contracting personnel who are assigned to a Defense Contract Management Command, an Army Ammunition Plant, or the Supervisor of Shipbuilding, Conversion, and Repair.

CON 234 Contingency Contracting [PAP]

Prerequisite: PUR 101 or CON 101

CON 234 is intended for military personnel in the contracting and purchasing career field, and emergency essential civilians of all Services who are in deployable positions. Whenever practical, students should attend CON 234 prior to assuming duties as a deployable contracting officer or purchasing agent.

CON 235 Advanced Contract Pricing [PAQ]

Prerequisite: CON 204

This course should be taken by Level II and III personnel involved in major systems acquisition, or in a commercial environment where knowledge of cost risk analysis, cost estimating relationships/parametric estimating, overhead estimating, and decision/risk analysis tools are required.

CON 236 Contractual Aspects of Value Engineering [PAR]

(Previously CON 212, Contractual Aspects of Value Engineering [PAR])

This course should be taken by contracting, program management and functional personnel who may be involved in value engineering (VE) applications or who support major weapon systems and can be expected to encounter specific VE activity. Note: individuals not assigned to contracting are encouraged to attend. While the primary focus of the course is on contractual aspects of VE, the IPT/IPPD approach is emphasized regarding the utility of value methodology and resulting value engineering change proposals.

CON 237 Simplified Acquisition Procedures [PAS]

This course is intended for contract specialists, administrators, negotiators, procurement analysts, and purchasing agents with a working knowledge of basic Government contracting practices (at least one year of experience), but not necessarily knowledgeable or experienced in using the SAP. This course should be taken by contracting personnel who received their basic training in contracting prior to the implementation of FASA and Clinger-Cohen and who have been assigned to a position requiring knowledge of simplified acquisition procedures.

CON 241 Information Technology Contracting [PDY]

Prerequisite: CON 104

This course is intended for contracting personnel involved in automated information system (AIS) contracting.

CON 243 Architect-Engineer (A-E) Contracting [PGF]

This course is intended for military and civilian acquisition workforce members in the contracting career field who are assigned contracting responsibilities for A-E contracts. Whenever practical, students should attend prior to assuming duties in A-E contracting.

CON 244 Construction Contracting [PGG]

This course is intended for military and civilian acquisition workforce personnel in the contracting career field and others (e.g., professional engineers) who are assigned specific contract administration duties for construction contracts. Whenever practical, students should attend prior to assuming duties in construction contracting.

GRT 201 Grants Management [BU4]

This course should be taken by all contracting personnel with grants management responsibility and by all acquisition personnel who have been assigned responsibility as contracting officer representative or contracting officer's technical representative for a DoD grant.

PMT 202 Multinational Program Management [PAJ]

This course should be taken by all personnel who participate in an international defense acquisition program in other than a managerial capacity. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; and business, cost estimating and financial management career fields.

**PMT 203 International Security and Technology [PAK]
Transfer/Control**

This course should be taken by all personnel who participate in an international defense acquisition program in other than a managerial capacity. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; and business, cost estimating and financial management career fields.

PMT 303 Executive Program Manager's Course [AH2]

Prerequisite: PMT 302

This course is statutorily required for personnel selected to a critical acquisition position as a Program Executive Officer (PEO), program manager or deputy program manager of a Major Defense Acquisition Program (MDAP) or a significant non-major defense acquisition program in acquisition category (ACAT) I or II.

**PMT 304 Advanced International Management [PAL]
Workshop**

This course should be taken by all managerial personnel who participate in an international defense acquisition program. Participants will typically include members of the program management; contracting; systems planning, research, development and engineering; test and evaluation; and business, cost estimating and financial management career fields.

**PMT 305 Program Manager's Skills Course [BU8]
(ACAT III Programs)**

(Previously PMT 305, Program Manager's Survival Course (ACAT III Programs))

Prerequisite: PMT 302, or its predecessor PMT 301

This course is designed to update newly designated ACAT III program/product managers and their deputies on current acquisition policy, principles and practices. It includes lessons learned from recent experiences and how to operate as a PM in the current environment. Attendees must have successfully completed either PMT 301 or PMT 302.

PQM 103 Defense Specification Management Course [BAP]

This course should be taken by personnel assigned responsibility for writing, reviewing, coordinating, applying, or using specifications and related documents.

PQM 104 Specification Selection and Application [PGH]

(Previously PQM 104, Defense Specification User's Course [PAH])

This course should be taken by personnel who are involved in the setting of requirements and making standardization decisions, or those who use specifications and standards but are not actively involved in the development or management of requirements documentation.

PQM 202 Commercial and Nondevelopmental Item Acquisition [PAM]

This course should be taken by personnel associated with procuring commercial and nondevelopmental items to include those who: locate and evaluate potential products, plan for integrated logistics support, and select and prepare requirements documents, test and evaluations, and reliability and maintainability.

PQM 203 Preparation of Commercial Item Descriptions [PAN]

This course should be taken by personnel who prepare or review commercial item descriptions, and use market research techniques to identify commercial items. It is available in on-site mode only.

SAM 101 Basic Software Acquisition Management [JHB]

Prerequisite: ACQ 101

This course is required for acquisition personnel who are serving in civilian grades GS-9 and below, and military grades O-1 through O-3, involved in acquiring, developing, engineering, testing and evaluating, conducting research on, and procuring software intensive systems. Priority for this course will be given to personnel who are routinely given

duties managing software development and/or acquiring software and work in: development programs which spend \$20 million or more of total program costs on software, procurement programs which spend \$30 million of the total program costs on software, programs that spend \$1 million or more in sustainment costs on software annually, or programs where post deployment software support is ongoing.

SAM 201 Intermediate Software Acquisition Management [JHC]

Prerequisite: SAM 101 (after April 1, 1998), ACQ 201

This course is required for acquisition personnel who are serving in civilian grades GS-9 through GS-12 and military grades O-3 through O-4, involved in acquiring, developing, engineering, testing and evaluating, conducting research on, or procuring software intensive systems. Priority for this course will be given to personnel who are routinely given duties managing software development and/or acquiring software and work in: development programs which spend \$20 million or more of total program costs on software, procurement programs which spend \$30 million of the total program costs on software, programs that spend \$1 million or more in sustainment costs on software annually, or programs where post deployment software support is ongoing.

SAM 301 Advanced Software Acquisition Management [BU9]

Prerequisite: SAM 201

This course is required for acquisition personnel serving in a level III position, involved in acquiring, developing, engineering, testing and evaluating, conducting research on, or procuring software intensive systems. Priority for this course will be given to personnel who are routinely given duties managing software development and/or acquiring software an work in: development programs which spend \$20 million or more of total program costs on software, procurement programs which spend \$30 million of the total program costs on software, programs that spend \$1 million or more in sustainment costs on software annually, or programs where post deployment software support is ongoing.

